



USAID | HONDURAS

FROM THE AMERICAN PEOPLE

Vacancy Announcement No. ST-FN-06-15

OPEN TO: All interested candidates
(Ordinarily Resident applicants must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration).

FULL LEVEL OF PERFORMANCE: FSN PSC – 05

LOCATION OF POSITION: Executive Office (EXO), Tegucigalpa, Honduras

POSITION TITLE: Mail and File Clerk

OPENING DATE: January 21, 2015

CLOSING DATE: February 3, 2015

WORK HOURS: Monday through Friday (40 hours per week)

SALARY: Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L. 147,305.00 to L. 250,425.00 per year.

BASIC FUNCTION:

The employee serves as the Mail and File Clerk for the Records and Correspondence (C&R) Office within the USAID/Honduras' Executive Office (EXO) and is supervised by the C&R Management Supervisor.

The employee is responsible for the receipt, distribution, reproduction, and dispatch of correspondence Mission wide, for both local and American employees. Installs audiovisual equipment required for official in-house and outside presentations. Serves as the C&R Supervisor in his/her absence.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed since the incumbent may be required to perform other related duties as assigned by the agency.

1. Assists with internal C&R functioning procedures, such as: 25%
 - a. Process faxes, incoming letters, memos, etc.
 - b. Classifies and distributes local newspapers for the Mission.
 - c. Prepares administrative costs, funded by Operating Expenses (OE) and/or Program, for courier services, telephone bills, and local correspondence.
 - d. Keeps abreast of the current policies and practices of the Embassy's Information Program Center (IPC) and Diplomatic Post Office (DPO) sections.
2. Process cables into the approved Automated Cable System: 20%
 - a. Sends all the outgoing cables as requested.
 - b. Makes copies of the cables, as well as suspense copies and distributes accordingly.
3. Serves as DPO Mail Clerk for USAID. Responsibilities include: 20%
 - a. Pick up and deliver correspondence from and to the Embassy's mailroom for all Mission staff when necessary; the incumbent drives an official vehicle to pick up and deliver this correspondence.
 - b. Assists with the control and distribution of DPO's personal and official packages for all Mission staff.
 - c. Prepares all of the correspondence to be delivered through the DPO by stamping, weighing, insuring and certifying all packages.
 - d. Visits the Ambassador's office and the mailroom on a daily basis in order to pick up and deliver correspondence.
4. Assists in the reproduction area by sending faxes, making photocopies and/or binding material upon request. Assists with minor repairs to the photocopiers, changes toners and when required reports photocopiers that are not working properly to the contracted suppliers and technicians. Moves photocopiers between offices when required. 20%

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| 5. | Assists with setting up audiovisual equipment for official presentations which includes setting up data shows, screens, microphones, and laptops, as well as storing the equipment after these have been utilized. | 10% |
| 6. | Serves as the backup to the C&R Supervisor in his/her absence and performs other related duties as requested by the C&R Supervisor and/or Supervisory Executive Specialist. | 5% |

REQUIRED QUALIFICATIONS:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of high school education is required.

Prior Work Experience: A minimum of two (2) years of previous clerical and/or general work experience preferably in mail handling is required.

Language Proficiency (*List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):*

Level III (Good Working Knowledge) in English and Level IV in Spanish (Fluent) are required. This will be tested.

Level III: Good working knowledge of the written and spoken language. Job holder will be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Job holder will be able to communicate effectively with staff and members of the public in the language.

Level IV: High degree of proficiency in both the written and spoken language, including the ability to translate. On occasion, the job holder may need to act as an interpreter.

Job Knowledge: Must have strong knowledge of computer software (Microsoft Office) and web-based automated systems. Knowledge of installation and management of non-motorized computer peripheral equipment such as but not limited to photocopiers, audiovisual equipment, scanners, fax machines, printers, shredders, and binding machines is required.

Skills and Abilities: Ability to learn and subsequently operate computers and other equipment in the C&R section. Needs to have a pleasant personality and customer service skills in order to communicate at various levels, as well as tact and diplomacy when handling sensitive information and dealing with different staff levels. Must possess a valid driver's license.

ADDITIONAL SELECTION CRITERIA:

1. The Contracting Officer will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current Ordinarily Resident employees (OR) must have worked in their present position for at least one year in order to be eligible for consideration.
3. Current Ordinarily Resident employees identified as needing improvement in their interim report during the mid-cycle review or with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Work Plan and Performance Evaluation Report are not eligible to apply.
4. All candidates for employment with the US Mission must pass a background/security investigation and a medical certification. Any employment offer with the US Mission is contingent upon a candidate's ability to secure the necessary certifications.
5. All Ordinarily Resident applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration

TO APPLY:

Interested applicants for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
2. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE; plus
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

By Mail: Send to American Embassy, Human Resources Office, Room 335, and P.O. Box 3453, Tegucigalpa, Honduras.

In Person: Hand-carry and deposit in drop box located at the entrance of the American Embassy, Post # 3, Avenida San Carlos.

Via Email: TTGUSAID@state.gov

POINT OF CONTACT:

Human Resources Office

Attention: Alejandra Tercero

Telephone: 2236-9320 Ext. 4522; Fax: 2221-4002

CLOSING DATE FOR THIS POSITION: FEBRUARY 3, 2015.

The US Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

See <http://honduras.usembassy.gov> or <http://www.usaid.gov/where-we-work/latin-american-and-caribbean/honduras>
for additional information and employment opportunities

Appendix A

1. **Not Ordinarily Resident (NOR)** - An individual who:
 - Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).
 - NOR employees are compensated under a GS or FS salary schedule, not under the LCP.
2. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:
 - Is a local resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.
 - EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).